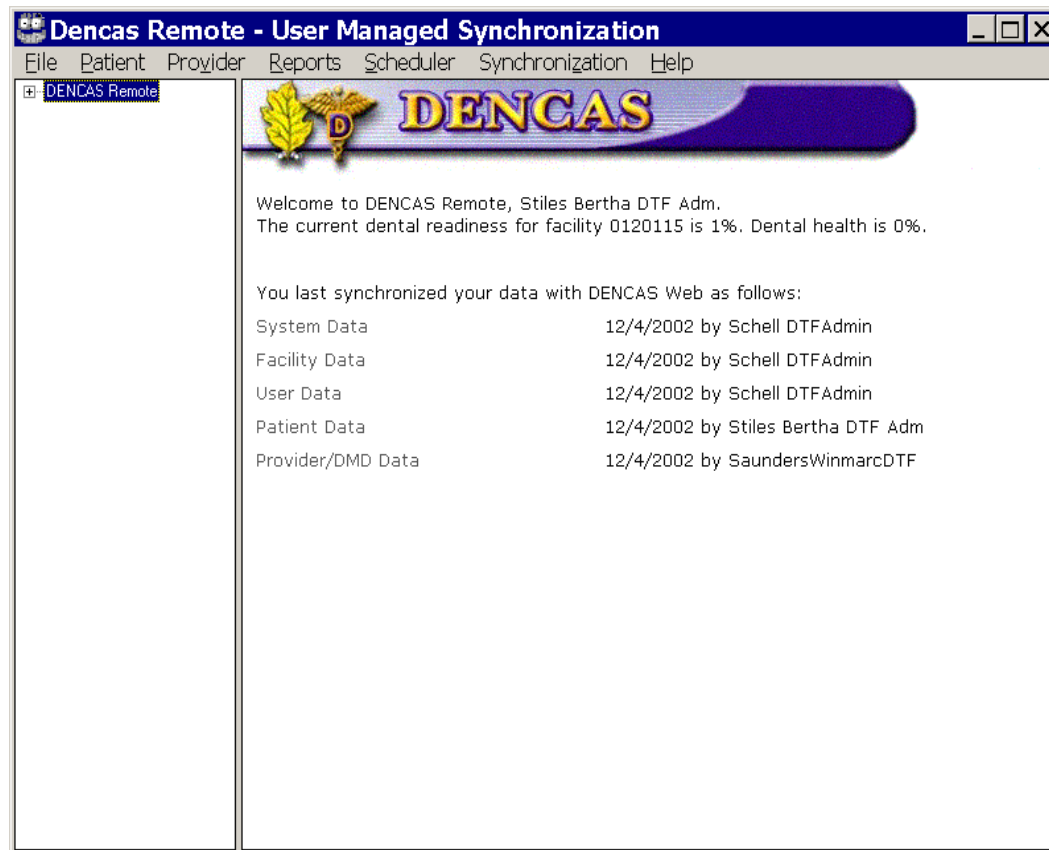


Part I

DENCAS Remote Primer and Installation Checklist

DENCAS Remote has been designed to allow clinics to perform critical functions regardless of whether or not they have Internet connectivity. In addition, it also includes a Dental Scheduler that will provide an easy and convenient means to create patient appointments. The Dental Scheduler is discussed in Part II Dental Scheduler Primer, also downloadable from the DENCAS Website.



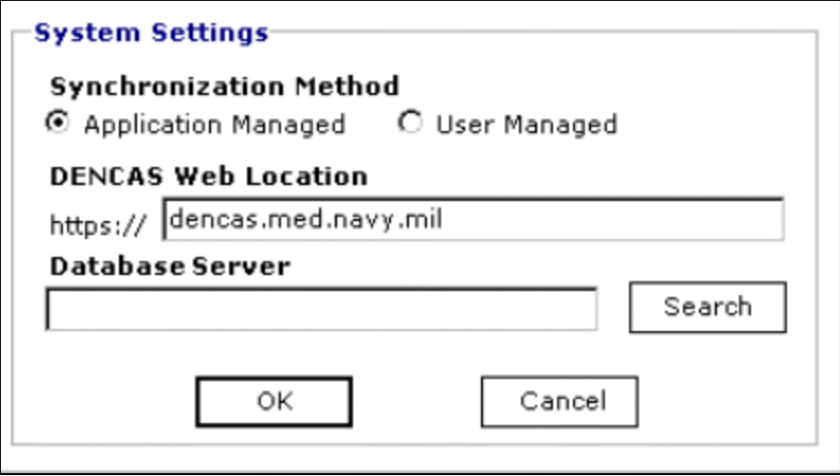
One of primary benefits of DENCAS is allowing users to use DENCAS when Internet connectivity is slow or non-existent. To accomplish this, it is necessary that users understand the importance of synchronizing data between DENCAS Remote and DENCAS Web. Due to increased speed and convenience, it is anticipated that most users will choose to work offline even if connectivity exists. It is suggested that the user synchronize all data once per day. This will not be possible in all cases, thus synchronization should occur as often as possible.

Distribution of DENCAS Remote will be via a downloadable installation file from DENCAS Web. The Local Administrator for the command will be contacted by the DENCAS Help Desk and provided the URL, user ID and password to access this file on their scheduled implementation date. Successful connection of DENCAS Remote to the DENCAS server will also require that the DoD root certificate be installed on each PC using the application. The root will be available with the installation

Installation Checklist

- ☐ Contact MID to request support for:
 - ☐ Downloading the install file (some firewalls configurations require special permission for this)
 - ☐ Installing the application
- ☐ Determine PC to be used for clinic's local database
- ☐ Ensure that DTF Admin and/or DTF User certs are on all PCs that DENCAS Remote will be loaded
- ☐ Email POC name and phone number to DENCAS Help Desk for person to contact to coordinate the installation and provide password to download installation file
- ☐ Get URL, user ID and password for downloading installation files (Help Desk will initiate this contact)
- ☐ Download the installation files and the DoD root certificate file
- ☐ Right click on DoD root certificate file and follow steps of the install wizard
- ☐ With Administrator logged on, begin installation
- ☐ Select yes, to accept the licensing agreement for .NET Framework (DENCAS Remote requires this to run)
- ☐ Restart the PC upon completion of the installation
- ☐ DTF Admin or DTF user logs onto PC and starts DENCAS Remote (Start/Programs/DENCAS Remote)
- ☐ Application starts up in Application Managed mode, all items synchronize successfully.
- ☐ Spot check data to ensure it appears correct

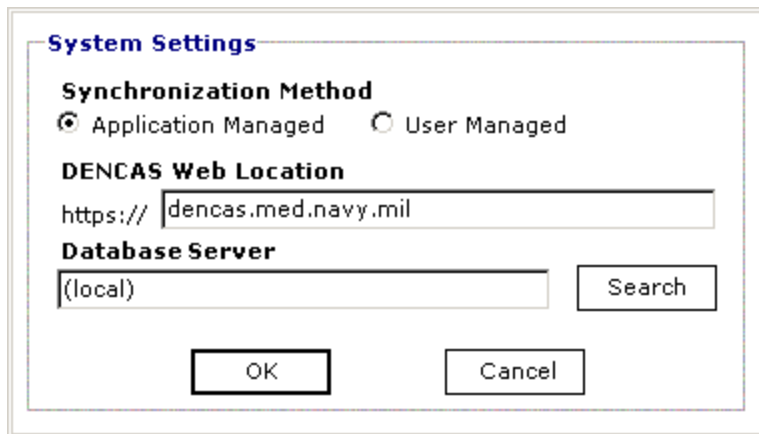
For the most part, use of DENCAS Remote will be intuitive to current DENCAS Users. One aspect that is new is that of having a local database that synchronizes with the DENCAS Web database. During initial installation, Synchronization Method will default to Application Managed. DENCAS Web Location will default to <https://dencas.med.navy.mil>. Database Server will be blank.



The image shows a 'System Settings' dialog box with the following fields and controls:

- System Settings** (Section Header)
- Synchronization Method**
 - ☒ Application Managed
 - ☐ User Managed
- DENCAS Web Location**
 - Text input field containing: `https://dencas.med.navy.mil`
- Database Server**
 - Text input field (currently blank)
 -
-

You will need to search for the location of your local database. If it's on your PC, double click "local". If you are installing DENCAS Remote on multiple PC for your clinic, double click the PC that has been designated to contain the database. It is **EXTREMELY IMPORTANT** that each PC is mapped to the correct database. In the first example below, the database resides on the same PC. In the second, it resides on a computer named "FrontDesk".



The image shows a 'System Settings' dialog box. Under 'Synchronization Method', 'Application Managed' is selected. The 'DENCAS Web Location' is 'https://dencas.med.navy.mil'. The 'Database Server' field contains '(local)', and the 'Search' button is visible. 'OK' and 'Cancel' buttons are at the bottom.

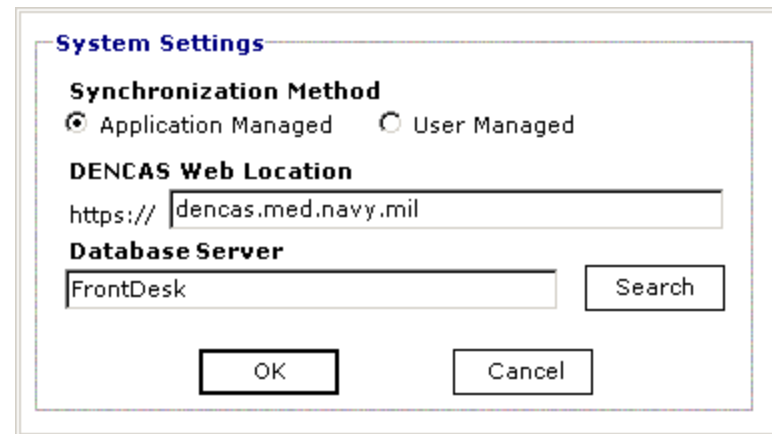
System Settings

Synchronization Method
☒ Application Managed ☐ User Managed

DENCAS Web Location
https:// dencas.med.navy.mil

Database Server
(local) Search

OK Cancel



The image shows a 'System Settings' dialog box. Under 'Synchronization Method', 'Application Managed' is selected. The 'DENCAS Web Location' is 'https://dencas.med.navy.mil'. The 'Database Server' field contains 'FrontDesk', and the 'Search' button is visible. 'OK' and 'Cancel' buttons are at the bottom.

System Settings

Synchronization Method
☒ Application Managed ☐ User Managed

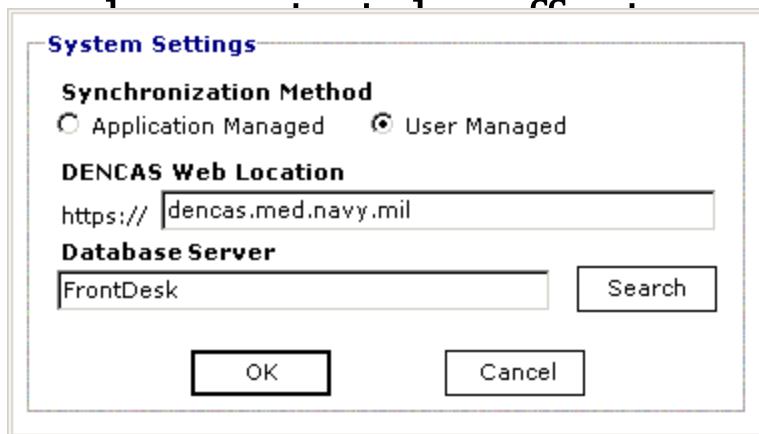
DENCAS Web Location
https:// dencas.med.navy.mil

Database Server
FrontDesk Search

OK Cancel

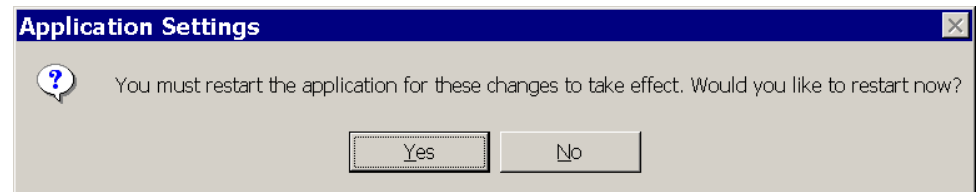
When installed, DENCAS Remote defaults to Application Managed Mode. In this mode, the user is connected directly to DENCAS Web. Application speed will be affected by the user's PC and network speed and server load. For this reason, many users will likely want to work in User Managed Mode. The user is not connected to DENCAS Web while in User Managed Mode, thus the application speed is dependent only upon the speed of the PC on which it is running.

Switch from Application Managed Mode to User Managed Mode by selecting the corresponding radio button. You will need to select "Yes" and restart your PC for the



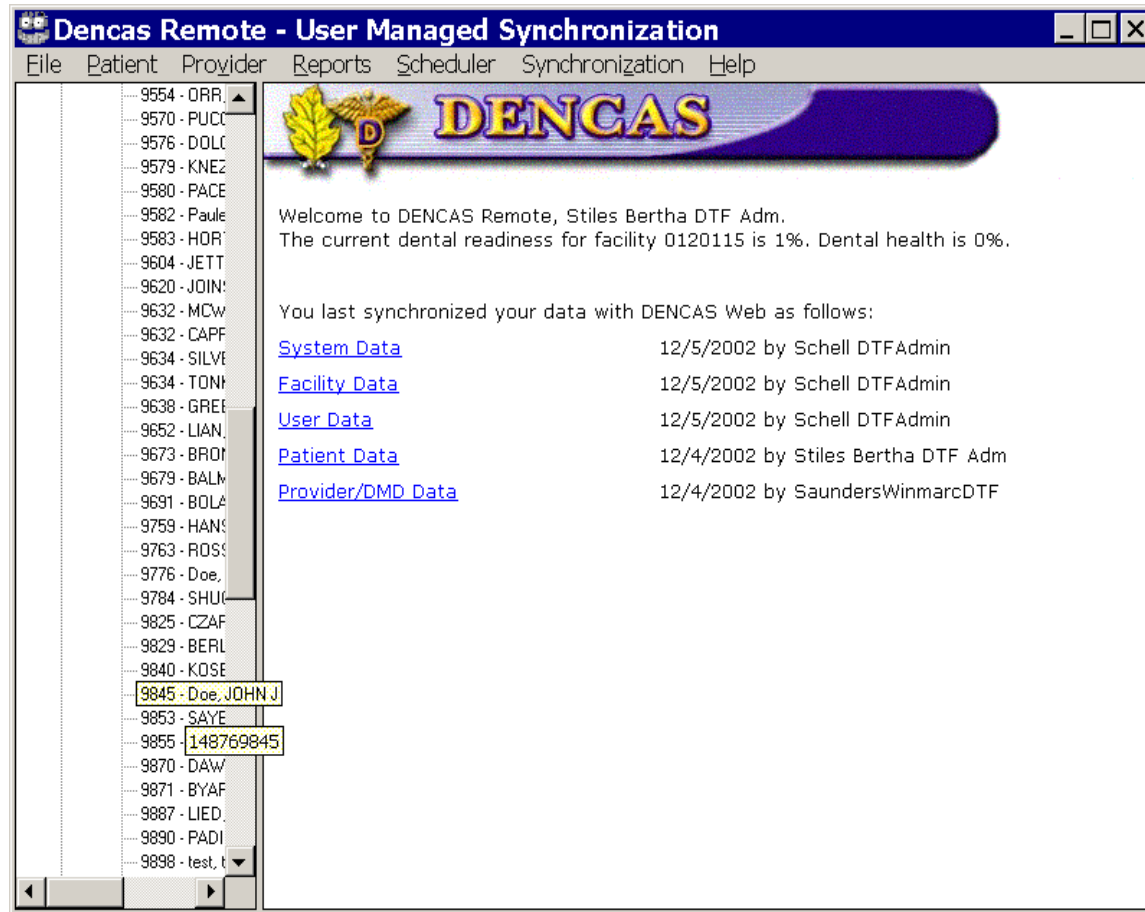
The 'System Settings' dialog box contains the following elements:

- Synchronization Method:** Two radio buttons are present. 'Application Managed' is unselected, and 'User Managed' is selected.
- DENCAS Web Location:** A text input field containing the URL 'https://dencas.med.navy.mil'.
- Database Server:** A text input field containing 'FrontDesk' and a 'Search' button to its right.
- Buttons:** 'OK' and 'Cancel' buttons are located at the bottom of the dialog.



The 'Application Settings' dialog box displays a message with a question mark icon: 'You must restart the application for these changes to take effect. Would you like to restart now?'. At the bottom, there are two buttons: 'Yes' and 'No'.

You have basically 3 different methods of getting to a DENCAS Remote function. We'll use searching for a patient as an example. In the screen below, we'll use the tree function. When using the Patient tree directory, you are able to immediately find patients by the last 4 of their SSN. Placing your cursor over the selected patient displays



By clicking on the patient, you can view his or her record.

Dencas Remote - User Managed Synchronization

File Patient Provider Reports Scheduler Synchronization Help

DENCAS

Edit Patient

Basic Information

SSN: 148769845 Rank/Rate: E01-E01
Name: JOHN J Doe UIC: 0120115(USCG) - CG AIRSTA CAPE COD
Service: USCG

Demographic | Address/Work Center | Assessment | Treatment Plan |

SSN: 148769845

Last Name: Doe Service: USCG

First Name: JOHN DOB: 9/27/1977

Middle Name: J

Rank/Rate: LTJG-Lieutenant (jr grade)

UIC: 0120115(USCG) - CG AIRSTA CAPE COD

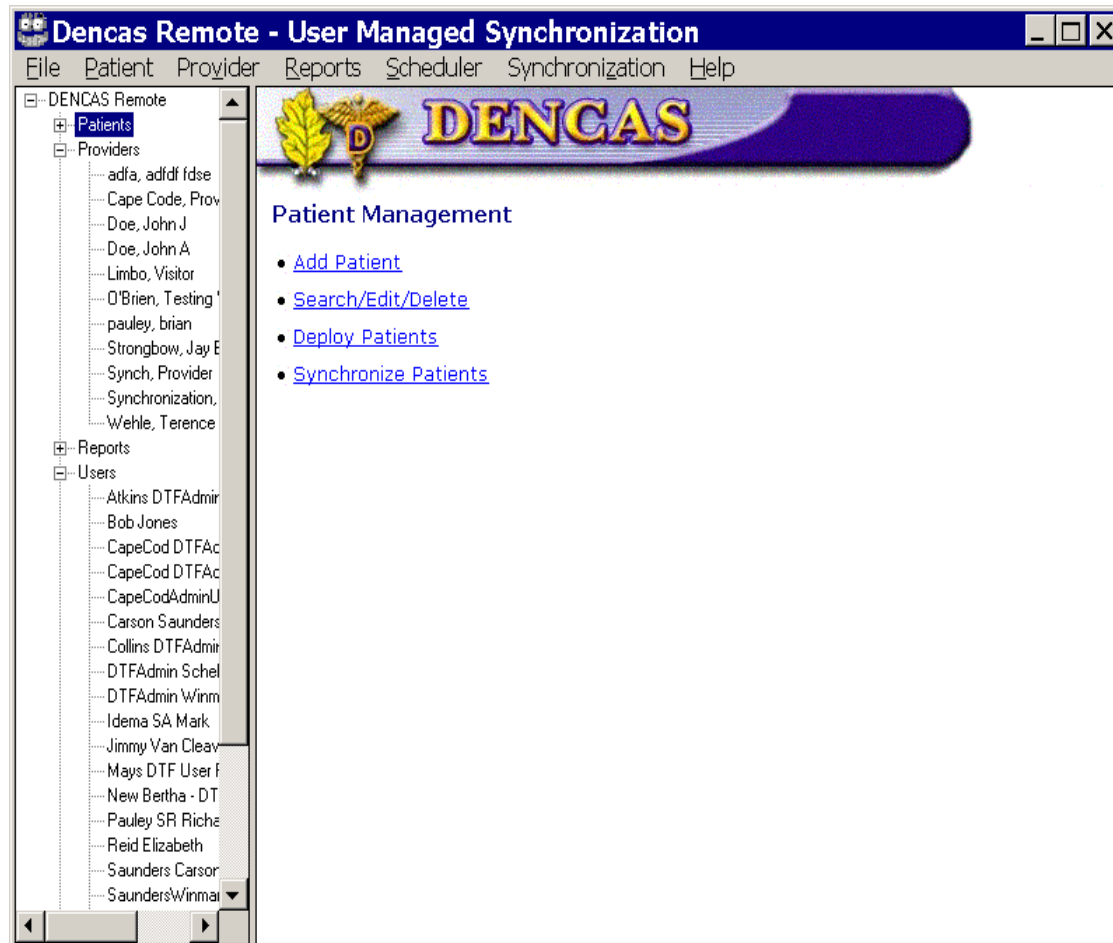
Department: Division:

FMP: 20 - Sponsor

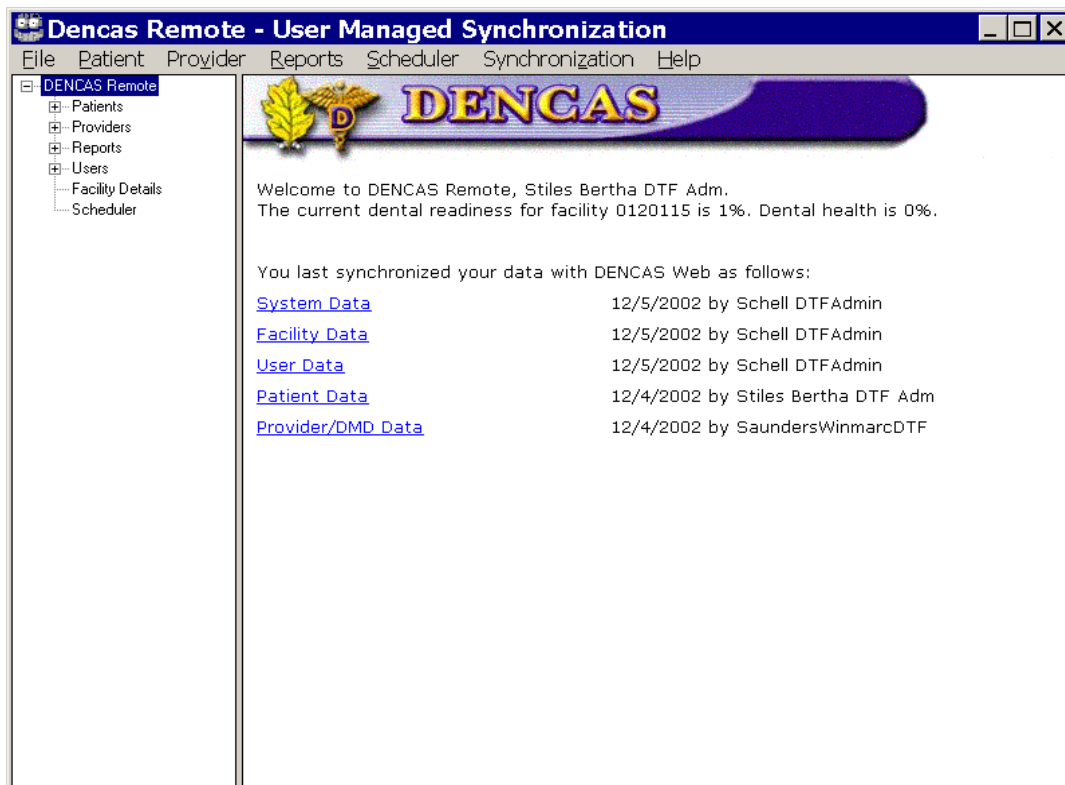
E-mail:

Cancel Delete Update

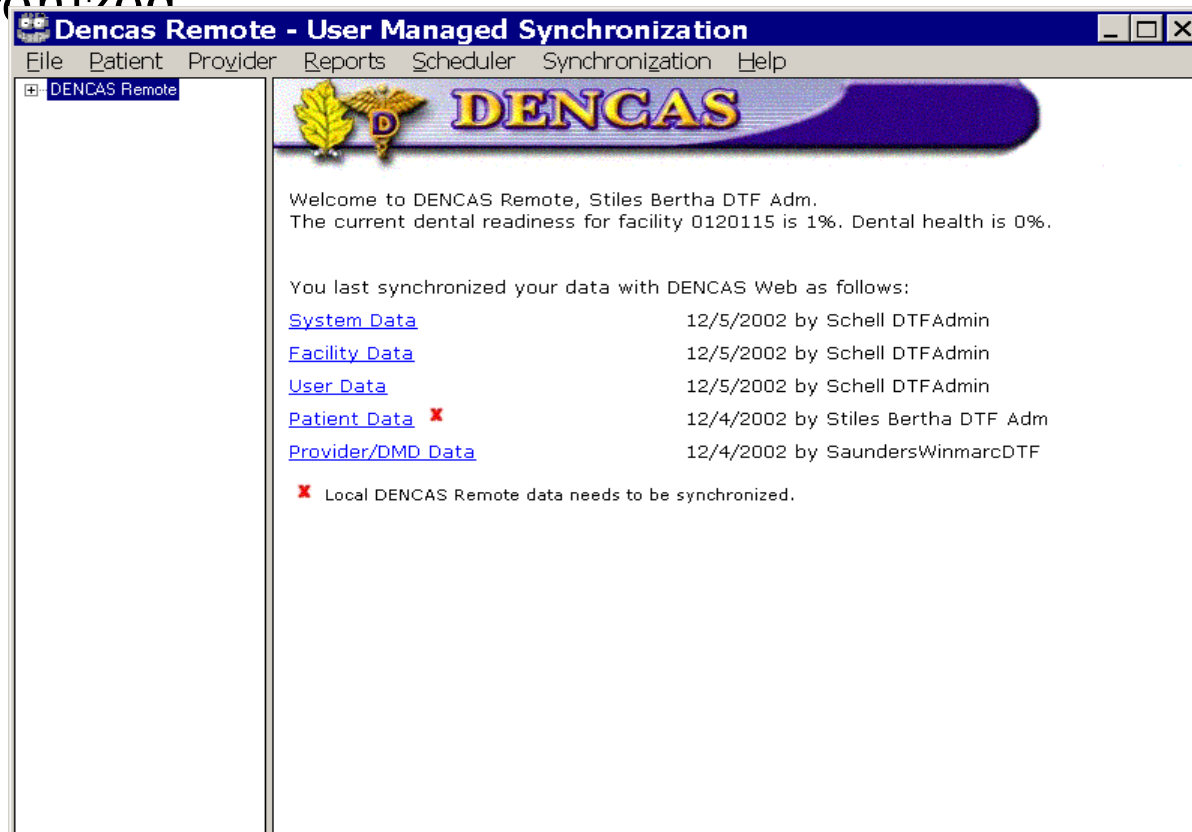
You can also get to the patient's record by selecting Patient from the menu bar at the top or clicking on Patient to display links to all available patient functions. The same methodology exists for Providers, Users and the Scheduler.



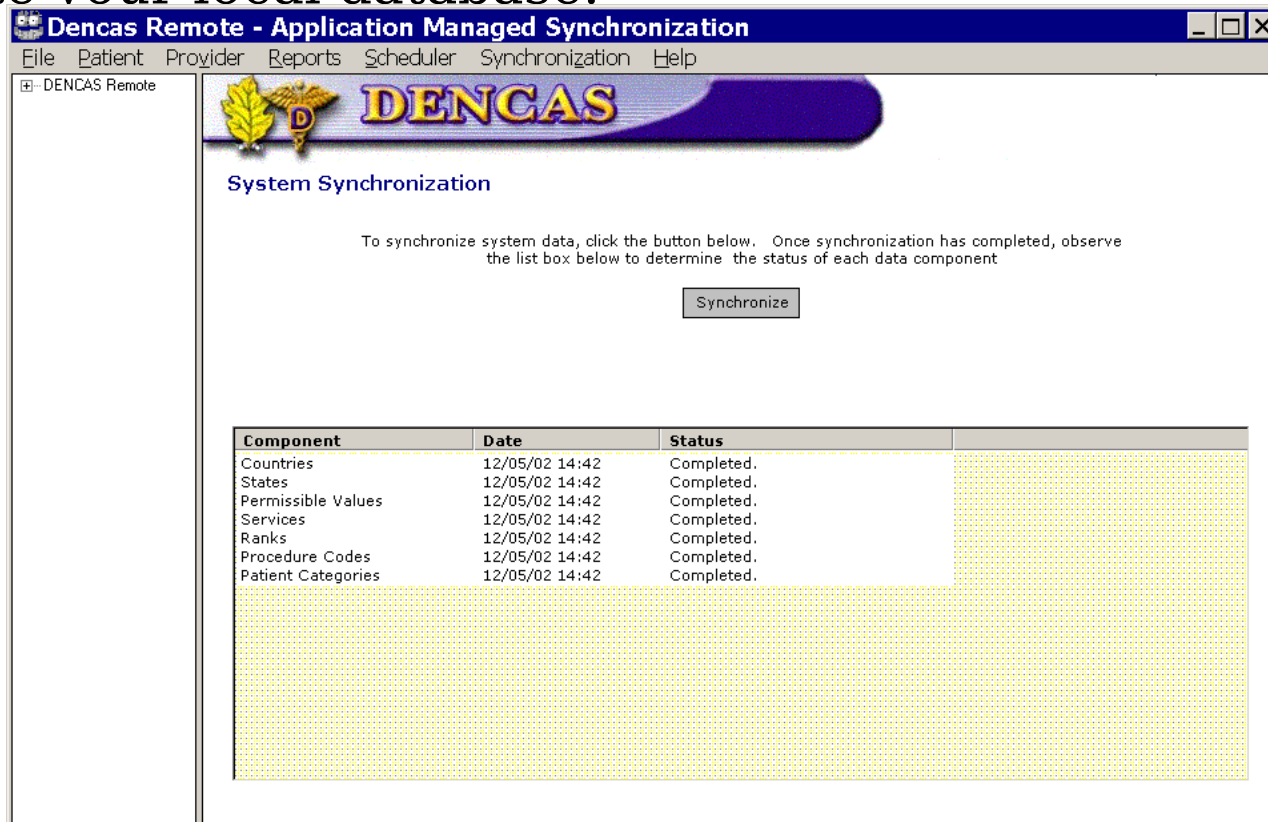
Managing patient data in DENCAS Remote will be intuitive to DENCAS Users. What may not be readily intuitive is the Synchronization functionality. Clicking on DENCAS Remote at the top of the tree directory displays links for each of the synchronization features. This can also be access via the menu bar by selecting synchronization. Non-FMP 20 patients can be added to DENCAS Remote and are not used to calculate readiness data.



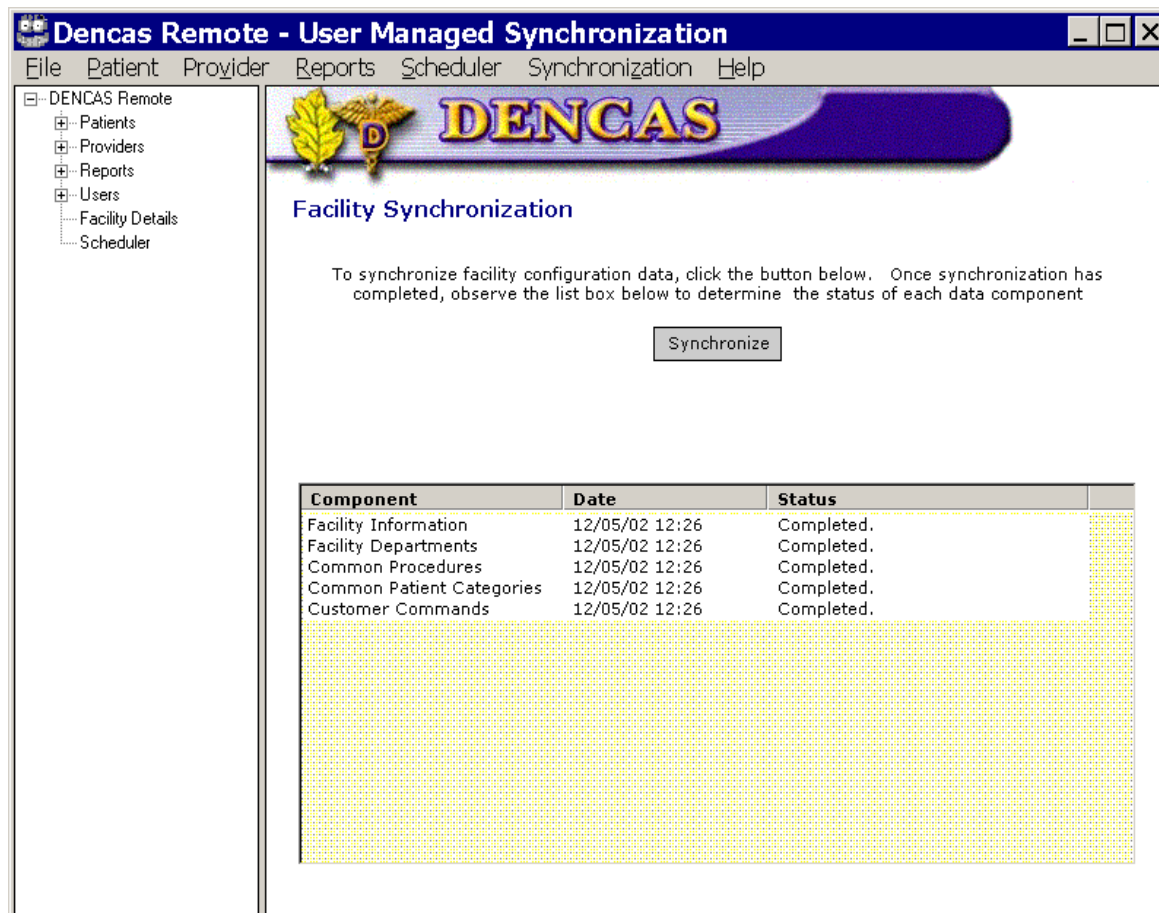
Your opening screen takes you to a page that welcomes you, gives you your dental readiness and dental health figures, and displays the last date that each synchronization occurred. Notice that a large, red **X** is displayed beside Patient Data, indicating that at least one patient record has changed and the databases need to be synchronized.



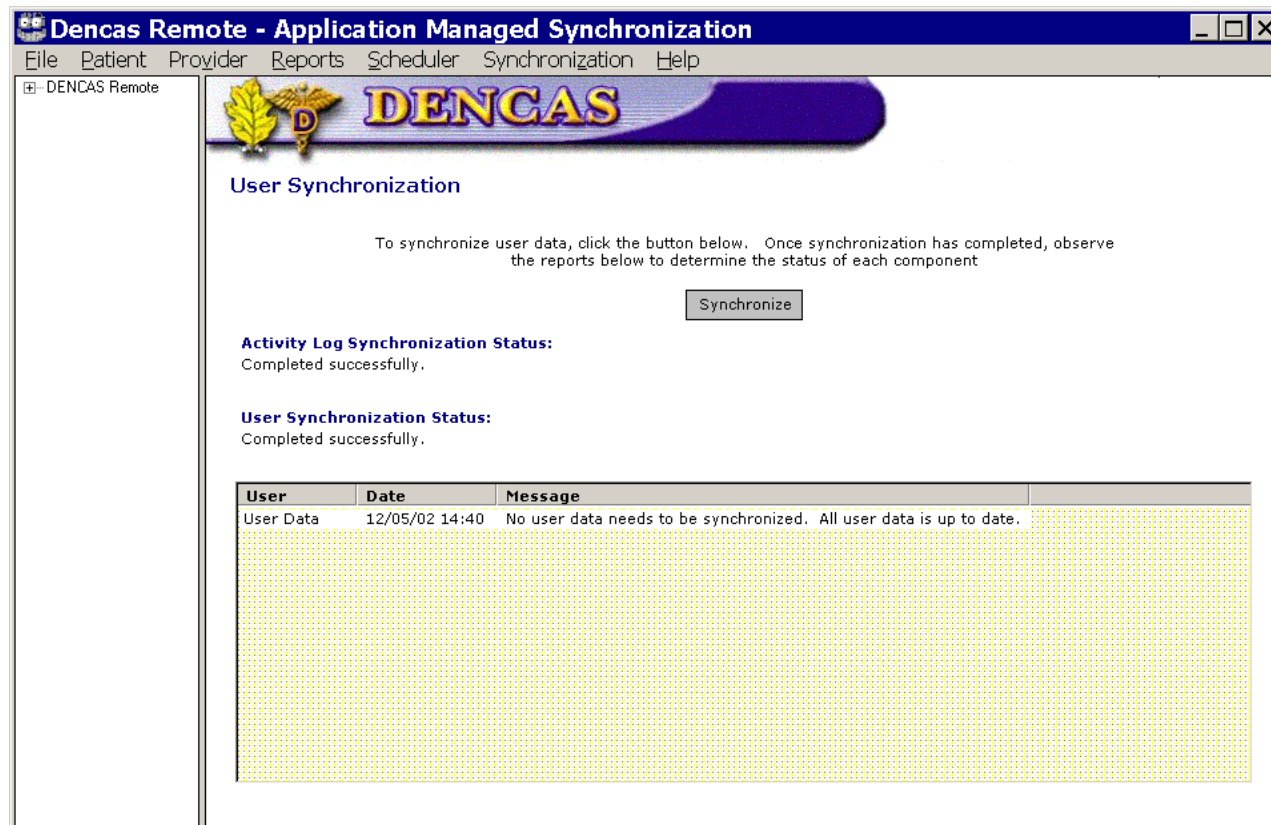
Synchronizing System data ensures that any changes made to information stored in the database about ranks/rates, countries, states, procedure codes and patient categories are kept up to date on your local database. If, for example, a new procedure code is added to DENCAS, system synchronization is how you would update your local database.



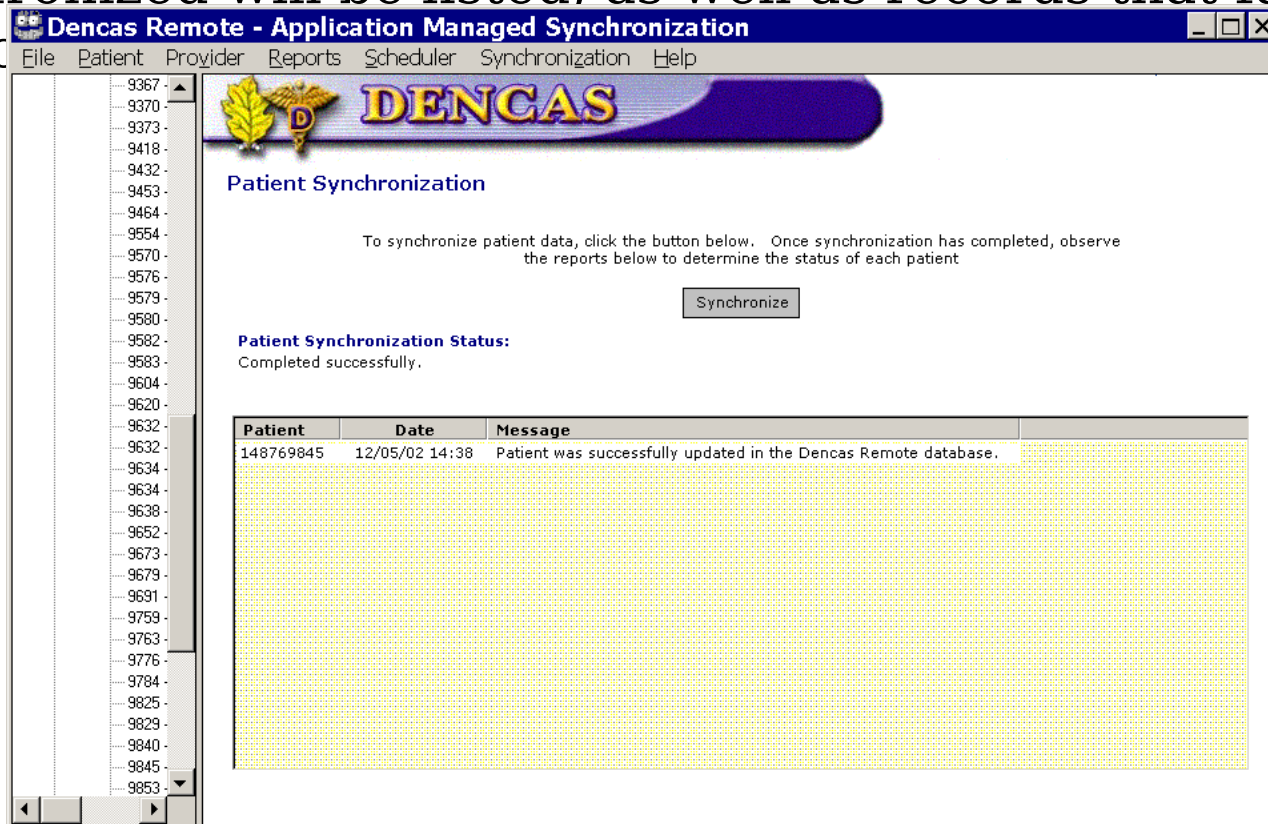
Facility Synchronization ensures that any data that you change on the Web about your facility is properly synchronized in your local database. For example, if you add a common procedure for a department, this synchronization makes it available to you in DENCAS Remote. Facility information can only be changed on the Web.



User certificates and permissions are issued and set on the Web. If you have a new user or a user with a new cert, DENCAS Remote will not recognize such until a User Synchronization is performed.



Eventually, all readiness reporting will be done via DENCAS. Your numbers can only be accurate if you synchronize patient data regularly. Once a day is recommended. If you choose to synchronize more frequently, that's fine, too. Each patient record synchronized will be listed, as well as records that failed due to



If you add a provider or change a provider, that change only gets into DENCAS Remote by synchronizing Provider/DMD. If you add DMD in User Managed mode, that DMD only gets into DENCAS Web when you synchronized Provider/DMD.



If you select a provider from the tree directory, you will be taken to the Add DMD screen for that provider. Provide the date for which you want the DMD to be entered and select Continue.

The screenshot shows a web application window titled "Dencas Remote - User Managed Synchronization". The window has a menu bar with "File", "Patient", "Provider", "Reports", "Scheduler", "Synchronization", and "Help". On the left is a tree directory with "DENCAS Remote" expanded, showing "Patients" and "Providers". Under "Providers", a list of names is visible, including "Strongbow, Jay B". The main content area has a header with the "DENCAS" logo and the title "Add DMD". Below this, there is a "Select a Provider:" dropdown menu with "Strongbow, Jay B - 787878787" selected. To the right is a text input field for "Or enter a complete SSN to search:" and a "Search" button. The form is divided into sections: "Provider" with fields for "Name: Jay B Strongbow", "SSN: 787878787", "Rank/Rate: Captain", "Type: Active Duty" (a dropdown menu), and "Function: G - General Dentist"; "Clinic" with "Clinic UIC: 0120115" and "Clinic Name: CG AIRSTA CAPE COD"; and "DMD" with "Clinic Department: General Dentistry" (a dropdown menu), "MEPRS: caa", and "DMD Date: 12/5/2002" (a date picker). At the bottom are "Cancel" and "Continue" buttons.

Dencas Remote - User Managed Synchronization

File Patient Provider Reports Scheduler Synchronization Help

DENCAS

Add DMD

Select a Provider: Strongbow, Jay B - 787878787

Or enter a complete SSN to search: Search

Provider

Name: Jay B Strongbow

SSN: 787878787

Rank/Rate: Captain

Type: Active Duty

Function: G - General Dentist

Clinic

Clinic UIC: 0120115 Clinic Name: CG AIRSTA CAPE COD

DMD

Clinic Department: General Dentistry

MEPRS: caa

DMD Date: 12/5/2002

Cancel Continue

Adding DMD in DENCAS Remote should be quicker and easier based on the fact that you don't have to be connected to the DENCAS server and also on the layout of the page. Column and row headers stay visible at all times. Procedure counts can be used using a mouse and the number picker rather than using the keyboard.

Dencas Remote - User Managed Synchronization

File Patient Provider Reports Scheduler Synchronization Help

DENCAS

Add DMD

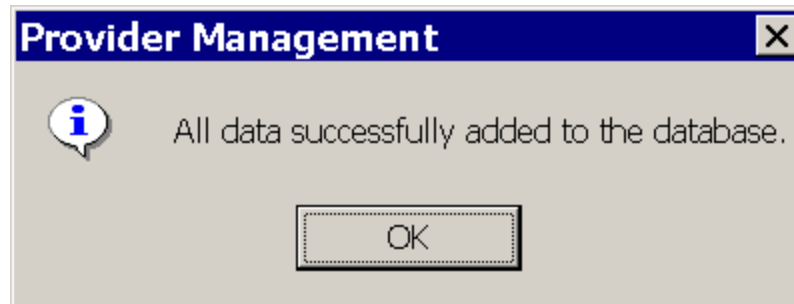
Provider: Jay B Strongbow
Department: General Dentistry
Function: G - General Dentist
Date: 12/5/2002

	C00	C11	C12	C13	C14	C22	C24	C25	C26	C27	N11	N12	N13
D7120	4	21	0	0	0	0	0	0	0	0	0	0	0
D7130	0	0	0	0	0	22	0	0	0	0	0	0	0
D7210	0	0	0	0	0	0	0	0	0	0	0	0	0
D7220	0	0	0	0	0	0	0	0	0	0	0	0	0
D7230	0	0	0	0	0	0	0	0	0	0	0	0	0
D7240	0	0	0	0	0	0	0	0	0	0	0	0	0
D7241	0	0	0	0	0	0	0	0	0	34	0	0	0
D7250	0	0	0	0	0	0	0	0	0	0	0	0	0
D7260	0	0	0	0	0	0	0	0	0	0	0	0	0
D7270	0	0	0	0	0	0	0	0	0	0	0	0	0
D7272	0	0	0	0	0	0	0	0	0	0	0	0	0
D7280	0	0	0	0	0	0	0	0	0	0	0	0	0
D7281	0	0	0	0	0	0	0	0	0	0	0	0	0
D7285	0	0	0	0	0	0	0	0	0	0	0	0	0

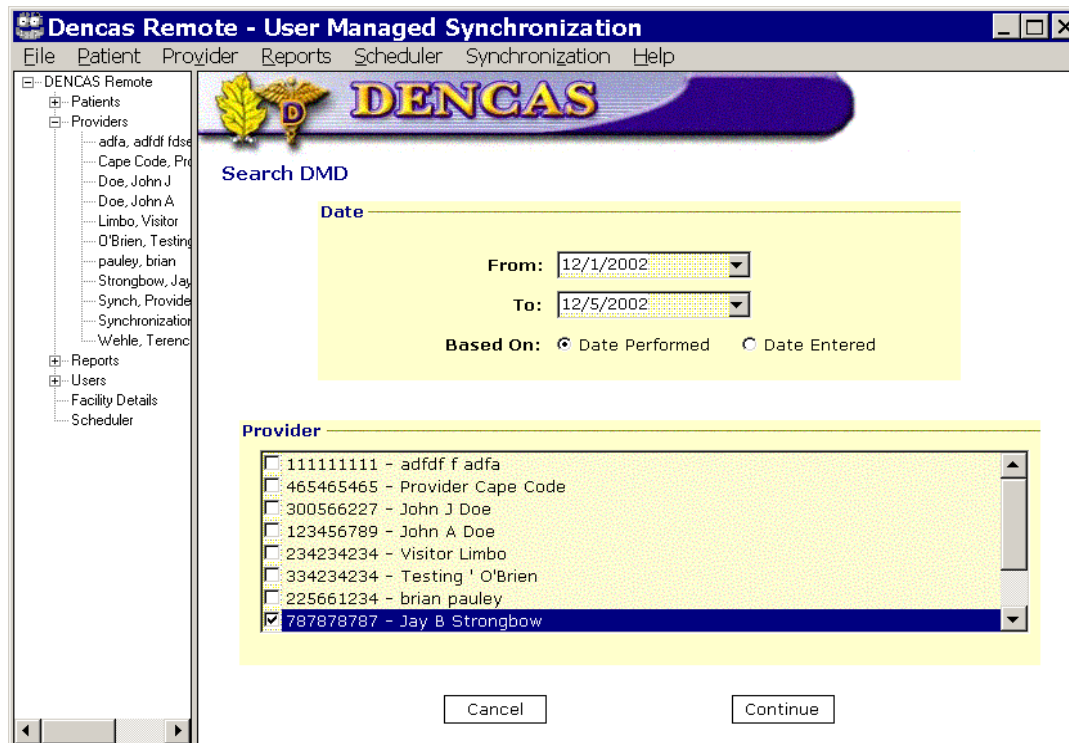
Add Procedure Code Add Patient Category Cancel Add DMD

Here is something you **don't want to forget** about when entering DMD. If you enter DMD while in **User Managed** mode, your DMD is saved to the local database where it can be edited. Once you synchronize Provider/DMD, that data is **removed** from the local database and sent to DENCAS Web.

If you are in **Application Managed** mode when you enter DMD, it is saved straight to the DENCAS Web database. Nothing is saved to the local database and all editing is done via DENCAS Web.



Editing DMD in DENCAS Remote is different than editing it in DENCAS Web. You can choose to edit based on the date that the DMD was entered for or the date that you actually entered it. Or, don't pick any date and display all DMD stored locally for however many providers you select.



DMD can be modified by selecting any of the dropdown choices. Provider, Procedure Code and Patient Category cannot be changed. If you need to delete data, set the count to zero. Your DMD does not count for your clinic nor can reports be generated from it, until it has been synchronized with DENCAS Web. Once it has been synchronized, it can only be edited via DENCAS Web.

Dencas Remote - User Managed Synchronization

File Patient Provider Reports Scheduler Synchronization Help

DENCAS

Edit DMD

Provider	Proc	PtCt	Type	Function	Department	MEPRS	Date Performed	Count
Jay Strongbow	D7120	C00	Active Duty	G - General Dentist	General Dentistry	caa	12/5/2002	4
Jay Strongbow	D7120	C11	Active Duty	G - General Dentist	General Dentistry	caa	12/5/2002	21
Jay Strongbow	D7130	C22	Active Duty	G - General Dentist	General Dentistry	caa	12/5/2002	22
Jay Strongbow	D7241	N11	Active Duty	G - General Dentist	General Dentistry	caa	12/5/2002	34

General Dentistry
Oral Diagnosis
Oral Surgery

Cancel Save Changes

The screen below lists all reports that can be generated by DENCAS Remote. One additional reports has been added to the Patient reports; Roster. This generates a roster of all patients in your clinic's database that is sorted by the last 4 of the SSN.

